

DEPARTMENT OF THE ARMY
U.S. ARMY GARRISON FORT BELVOIR
Fort Belvoir, Virginia 20060-5928

FB Regulation 190-5
w/Change 1

30 December 2002

Military Police
MOTOR VEHICLE TRAFFIC SUPERVISION

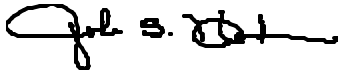
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JOHN S. HODGE
Adjutant General

History. This is a Change 1 to Fort Belvoir Regulation 190-5. This printing will publish those changes.

Summary. This is a change to a current regulation. It deletes Paragraph 4, Section V and is replaced with current guidance in accordance with AR 190-5.

Applicability. This change applies to all personnel utilizing Fort Belvoir, including tenant units.

Suggested improvements. The proponent of this regulation is the Provost Marshal Office U.S. Army Garrison Fort Belvoir. Users are invited to send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms to Provost Marshal Office, 6080 Abbott Road, Fort Belvoir, Virginia 22060-5203.

FB Regulation 190-5, dated 6 April 2001 is changed as follows:

Delete paragraph 4, Section V.

Substitute amended paragraph 4, Section V.

4. Suspension or revocation of Installation Driving Privileges.

a. Violations of suspension or revocation will be handled in accordance with AR 190-5, Chapter.

b. It is a violation of this regulation to operate a motor vehicle on this installation when the operator's driving privileges are suspended or revoked under the provision of AR 190-5.

c. When a driver has received three valid parking violations issued by military police in any 6-month period, a suspension of driving privileges for 30 days will be imposed. Further violations will result in revocation action for a 6-month period.

d. The Installation Commander designee for notification and administrative hearing procedures, pertaining to the suspension or revocation of driving privileges will be the Staff Judge Advocate. The Staff Judge Advocate may appoint a judge advocate officer in the grade of Captain or above or a DA civilian employee, GS-11 or above, to preside over the hearing. The hearing officer is required to receive a recommendation in each case from the Office of the Provost Marshal. The final appeal authority is the Installation Commander.

DEPARTMENT OF THE ARMY
U.S. ARMY GARRISON FORT BELVOIR
Fort Belvoir, Virginia 22060-5928

FB Regulation 190-5

6 April 2001

Military Police
MOTOR VEHICLE TRAFFIC SUPERVISION

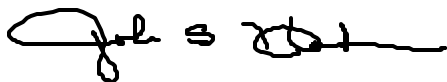
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JOHN S. HODGE
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History. This regulation was last published 13 March 1998.
This printing publishes changes made since that date.

Summary. This is a revised regulation. It establishes procedures and guidelines for the operation of privately owned vehicles, registration, and various traffic requirements on the installation.

Applicability. This regulation applies to all personnel utilizing Fort Belvoir, including tenant units.

Suggested improvements. The proponent of this regulation is the Provost Marshal Office, U.S. Army Garrison Fort Belvoir. Users are invited to send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms to Provost Marshal Office, 9650 Theote Road, Fort Belvoir, Virginia 22060-5406.

*This regulation supersedes FB Regulation 190-5, dated 13 March 1998.

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SECTION I
GENERAL

1. **Purpose.** To establish a traffic and vehicle regulation for Fort Belvoir and to prescribe the responsibilities of vehicle operators on the installation. For military personnel, violation of the provisions of this regulation will provide a basis for criminal prosecution under the Uniform Code of Military Justice and other applicable laws and regulations.
2. **Scope.** This regulation applies to all units and activities assigned and/or attached to Fort Belvoir including tenant units.
3. **Scope of Enforcement.** This regulation specifically adopts selected portions of the Code of Virginia, 1950, as amended, and the Uniform Vehicle Code and sets forth traffic/vehicle registration rules unique to the military. Although not restated in full in this regulation, all provisions of the Code of Virginia pertaining to motor vehicle and pedestrian traffic laws not otherwise expressly superseded herein are expressly adopted and made applicable to this installation. Criminal violations of the Code of Virginia are assimilated to the installation under 18 USC 13 and infractions may be executed under the provisions of 32 Code of Federal Regulation 634.4 and 32 Code of Federal Regulation 210. Criminal violations and infractions are subject to prosecution before the United States Magistrate or a Federal District Court for military or civilian offenders, as appropriate. Active duty military violators of the provisions of this regulation may be punished under Article 92, Uniform Code of Military Justice.
4. **Policy.** The entry of motor vehicles on Fort Belvoir is permitted by the Installation/Garrison Commander under the conditions prescribed by this regulation. In any case not covered by this regulation, the traffic laws of the State of Virginia apply. In accordance with AR 210-10, Administration, after entering this installation, the driver subjects himself/herself and his/her vehicle to search and inspection by military police. Accordingly, the Provost Marshal may:
 - a. Inspect, for mechanical condition, any vehicle that is operated on this installation.
 - b. Impound, exclude, or remove from the installation any vehicle used as an instrument in crime, suspected of being stolen, abandoned, or operated by a person under the influence of intoxicants or drugs.

5. Responsibility.

a. The privileges of registering a motor vehicle and of operating a motor vehicle on Fort Belvoir will be granted, suspended, or terminated by the Installation/Garrison Commander or his/her designated representative, in accordance with the provisions of this regulation. The Provost Marshal is designated the Installation/Garrison Commander's direct representative for enforcement and administration of suspension and revocation acts. Unit Commanders will inform the Provost Marshal of any information bearing on the registration and driving qualifications of personnel under their command. In the case of civilian personnel, Fort Belvoir directors, commanders of tenant units, and supervisors will furnish information through the Civilian Personnel Advisory Center (CPAC) to the Provost Marshal Office, 9650 Theote Road, Suite 4, Fort Belvoir, VA 22060-5406.

b. Unit Commanders, Directors, Principal Staff Officers, and Commanders of tenant units will:

(1) Ensure all newly assigned or employed personnel, including personnel on temporary duty with an organization for three days or more are made aware of the contents of this regulation.

(2) Ensure clearance procedures include out-processing with the Military Police Station, 9650 Theote Road, Building 1131, when the registrant of a POV is transferred, discharged, assigned lengthy tours outside the Fort Belvoir area, or the vehicle is disposed of.

c. Registrants and operators are responsible for compliance with this regulation.

d. Persons observing traffic violations may register a complaint by telephoning the MP Desk Sergeant at 806-3104/ 3105/ 3106. The location, time, license number, installation decal number (if applicable), and other pertinent data will be provided. Such complaints must be followed up with a written sworn statement detailing the observation or the complaint will not be processed.

6. Definitions.

a. Abandoned Vehicle. Any vehicle illegally parked on the installation for 72 hours or more, has not had noted deficiencies corrected within the prescribed time (normally 72 hours from notification) and vehicles left unattended on emergency routes or otherwise posing an immediate safety hazard as determined by military police.

b. Authorized Emergency Vehicles. Vehicles of the Fire Department, Military Police, ambulances, explosive ordinance disposal unit, and such other emergency vehicles designated or authorized by the Installation/Garrison Commander. All warning lights will be visible from the front for a distance of not less than 300 feet when lighted.

c. Cycles. Any vehicle propelled by other than human power, including motorcycle, motorscooter, and motor driven bicycle, having a seat or saddle for use by the operator, and so constructed to use not more than three wheels (regardless of diameter), excluding a tractor, in contact with the surface traveled upon and any four-wheeled vehicle weighing less than 500 pounds and equipped with an engine of less than six horsepower.

d. Bicycles. Only those devices propelled by human power, having two or more wheels and a seat height of more than 25" from the ground when adjusted to its maximum height. A bicycle will be a vehicle when operated upon a roadway.

e. Decal. A reflective sticker, bearing letters and numbers, for display on a motor vehicle.

f. License to Operate Motor Vehicles. Any official permit, license, or other documents issued under the laws of any state, the District of Columbia, any territory of the United States, or by any agency of the United States Government, evidencing by possession thereof, that the bearer has qualified as an operator of a specific type vehicle within the category of motor vehicles.

g. No Thoroughfare Streets (Restricted Area). All streets so designated are limited exclusively to use by residents of such areas, by visitors to residents of such areas, by commercial service representatives permitted to serve or called by residents of such areas, or by authorized persons working or training in such areas.

h. On-post Driving Privileges. The privilege to operate any privately owned vehicle on the installation granted by the Installation/Garrison Commander.

i. Operator-Driver. Any person while engaged in driving, operating, steering, or otherwise exercising physical control over any vehicle, whether propelled by human power or by other means. This includes persons controlling a vehicle while it is being pushed or towed, regardless of where such control is exercised.

j. Parking-Standing. The halting of any vehicle, other than temporarily, while actually engaged in loading or unloading merchandise or passengers, whether or not the vehicle is occupied.

k. Pedestrian. Any person afoot, including members of a military formation, upon any sidewalk, crosswalk or roadway, whether alone or in a group.

l. Point System. An administrative aid for evaluating driving performance by assessment of weighed point values for traffic violations.

m. Privately Owned Vehicle (POV). Those vehicles belonging to individuals who hold the legal title, firms, co-partnerships, associations, companies, corporations, or other legal entities which may be transported or drawn upon a highway, except devices moved by human power. Vehicles belonging to US Government Military Forces or other US agencies are not POV.

n. Registration.

(1) Registration Certificate. A certificate or other document issued under the laws of any State, the District of Columbia, any territory of the United States, or by any agency of the United States Government, evidencing by possession thereof that a specific vehicle is registered lawfully and for the period specified on such certificate or document.

(2) Registration Plate (State License Tag). A plate, sign, or other device bearing either numbers or letters and numbers for display on the front and/or rear of a specific vehicle to indicate it is properly registered with the respective state motor vehicle office.

o. Reservation. The terms 'reservation' and 'installation' when used in this regulation will apply to the entire area within the recorded boundaries of Fort Belvoir and all roadways and streets located therein to include concurrent jurisdiction areas.

p. Revocation or Suspension and Registration/Termination of On-Post Driving Privileges. The withdrawal by proper

authority of any vehicle's registration (post); such action immediately terminates the registrant's privilege to operate a vehicle on this installation.

q. Right-of-Way. The privilege of immediate use of the roadway. The right of one vehicle or pedestrian to proceed in a lawful manner in preference to another vehicle or pedestrian approaching under such circumstances of direction, speed, and proximity as to give rise to danger of collision unless one grants precedence to the other.

r. Roadway. That portion, exclusive of the berms, curbs, or shoulders of every street, road and highway, intended and constructed for vehicular traffic.

s. School Bus. Any motor vehicle other than station wagon, automobile, truck, or commercial bus, used for the transportation of school children, bearing markings indicating and painted yellow for the purpose for which used.

t. Stop. The complete cessation of all movement.

u. Traffic. Pedestrians, vehicles, and conveyances while traveling on a roadway/highway, either singularly or in groups.

v. Vehicle-Motor Vehicle.

(1) Every device, in, upon, or by which any person or property is or may be transported or drawn upon a highway, excepting devices moved by human power and any structure designed for loading on or off to a motor vehicle to provide a mobile dwelling.

(2) Midget, play-auto. Any resemblance to an automobile (designed primarily for recreation and not for effective transportation) driven by battery, some form of internal combustion engine, or any means of independent locomotion.

w. Visitor. Persons within the boundaries of the installation for short periods of time who are a guest of, or visitors to, activities or persons assigned to this installation and who are without official affiliation or commercial interest therein, including retired military personnel, sightseers, and military dependents whose sponsors are stationed elsewhere, but excluding those persons in the process of reporting to or departing an assignment to this installation.

x. Other applicable definitions are contained in the Uniform Vehicle Code published by the National Committee of Uniform Traffic Laws and Ordinances, Washington, D.C.

SECTION II VEHICLE REGISTRATION

1. Application for Registration.

a. Privately owned vehicles (exceptions are any commercially designed vehicle, e.g., taxis, tractor-trailers, beverage trucks, etc.), who have a company logo clearly displayed on that vehicle may be operated on Fort Belvoir with or without being registered with the Provost Marshal. All vehicles owned or operated by the following categories of personnel will be registered.

(1) All active duty and retired military personnel and their authorized dependents, who are assigned, or attached to Fort Belvoir, and/or reside in the vicinity of Fort Belvoir and who frequent facilities on the installation will register their vehicles. Personnel who are temporarily assigned to Fort Belvoir whose vehicles are registered at other installations, camps, stations, or air bases will not be required to re-register their vehicles on Fort Belvoir.

(2) Civilian employees of the Federal Government and nonappropriated fund activities.

(3) Authorized concessionaires and their employees who are employed on Fort Belvoir.

(4) Representatives of commercial firms who have been authorized (by US Army agencies) to conduct business on the installation. Commercial firms which do business with quarters occupants on the installation on an on-call delivery basis will not be required to register their vehicles.

(5) Military dependents of sponsors stationed elsewhere who reside in the vicinity of Fort Belvoir and regularly use post facilities.

b. Registration may be initiated at any time after the vehicle is initially introduced onto the installation.

c. Authorized personnel who register their vehicles may do so contingent upon the following:

(1) Personnel must be a legitimate military member (active/retired), or a legal dependent thereof.

(2) Civilian employees of the Federal Government, authorized representatives of concessionaires, other civilian personnel who may be authorized registration privileges by the Installation/Garrison Commander, and dependents of military personnel not assigned to Fort Belvoir will initiate application in person.

d. Registration Requirements:

(1) Valid driver's license recognized by the State of Virginia.

(2) Valid uniformed military services identification card or verification of civilian service employment.

(3) Proof of insurance which meets the minimum liability requirements or signature on documentation attesting that the vehicle is properly insured.

(4) All vehicles licensed in the State of Virginia will possess a valid Virginia state inspection sticker and any other decals that may be required by State or county requirements (e.g., emissions decal, if required). Vehicles licensed in a State that requires an inspection will have a valid state inspection decal from that state. If the vehicle owner is not able to have the inspection done in the state requiring the inspection, the vehicle is required to be inspected in Virginia and possess a Virginia inspection decal. All vehicles not licensed in Virginia are subject to inspection by military police to ensure compliance with Virginia safety requirements.

(5) Military and civilian personnel registering two and three-wheeled motorcycles must meet the same requirement for other motor vehicles and must complete mandatory motorcycle safety course conducted by Installation Safety Office (ISO). Motorized bicycles having two or three wheels with operable pedals which may be propelled by human power or motor, rated no more than two-brake horsepower, with a cylinder capacity of 50cc or less need not be registered on post. Operators may register these vehicles with the State of Virginia, through retail sellers who have been authorized to act as agents for the Department of Motor Vehicles.

e. Operation of 'midget', 'play auto', 'race', 'mini-bike', and 'go-carts' is prohibited anywhere on this installation, unless it meets the state inspection standards for operation on the public highway.

f. In accordance with AR 190-5, Motor Vehicle Traffic Supervision, no charge will be made for issuance of registration decals.

2. Registration Decals.

a. The following registration identifications are available at this installation:

(1) Permanent decals may be used by the following categories of personnel:

(a) Permanently assigned military personnel assigned at Fort Belvoir.

(b) Retired military personnel, including disabled veterans and former POWs.

(c) Dependents of military personnel, active duty or retired, not residing with their sponsor, who live in the vicinity of Fort Belvoir and frequently use post facilities.

(d) Civilian employees on Fort Belvoir.

(e) Concessionaires and their employees.

(f) Other civilian personnel whose registration has been authorized by the Installation/Garrison Commander or Provost Marshal. Approval will be granted on a case-by-case basis.

(2) Permanent decals will be conspicuously displayed on the front windshield above the rear view mirror on all motor vehicles. Permanent decals will be displayed on the front fender on all types of cycles.

(3) The display of more than one permanent registration decal is prohibited.

(4) Registration decals issued to retired personnel, officer or enlisted, will not be placed on any vehicle used for a commercial (e.g., hauling, etc.) purpose.

b. The established color scheme for Department of Defense decals, used by Fort Belvoir, is DD Form 2220, with blue letters and numerals on a white field. A second sticker will be affixed to the immediate right (when facing the front of the vehicle) of the DD Form 2220 to identify the expiration date of the registration. The third, color coded sticker, will be affixed immediately below the DD Form 2220, identifying the installation. These stickers will be color coded as follows to identify the following personnel:

- (1) Officers - White letters on a blue field.
- (2) Enlisted - White letters on a red field.
- (3) Civilians - White letters on a green field.
- (4) Commercial Vehicles (vendors, concessionaires, etc.) - white letters on a black field.
- (5) Unaccompanied Dependents of Active Duty Personnel - white letters on a blue or red field, as appropriate.
- (6) Color scheme for Retired Personnel - Corresponds with those colors identified for use by active duty personnel.

c. Registration decals will be maintained by the registrant in such condition as to be clearly legible and visible at all times. When a decal becomes damaged to the extent that it is not clearly legible, the registrant will make immediate application, to obtain a new registration. The application will be considered only when satisfactory information is furnished relative to the loss or destruction of the original decal.

3. Termination of Registration.

a. The Installation/Garrison Commander or Provost Marshal may suspend, revoke, or refuse the registration privileges of the owner when:

- (1) The vehicle owner fails to comply with registration procedures.
- (2) The vehicle fails to meet the mechanical standards in paragraph 5 below. (The vehicle will be moved from Fort Belvoir and will not be returned to the installation until all deficiencies have been corrected).
- (3) Required liability insurance covering the vehicle expires.
- (4) The Provost Marshal, Commander, or supervisor determines the vehicle to be unfit or unsafe.
- (5) Installation driving privileges have been suspended or revoked.
- (6) The owner is barred from the installation.
- (7) When the vehicle has been used for an unlawful purpose (commission of a crime).

(8) When personnel fail to comply with policies of this regulation.

b. Commanders or supervisors may recommend the termination of vehicle registration and/or suspension of installation driving privileges of any individual whose conduct, medical disability, repeated drunkenness, disorderly conduct, etc., on or off-duty, indicates failure to maintain the reasonable accepted standard expected of an individual authorized to operate a motor vehicle on the installation.

4. Motor Vehicle Liability Insurance:

a. To secure vehicle registration and retain driving privileges on Fort Belvoir, all military and civilian personnel must certify in writing (DA Form 3626) that they possess and will continue to maintain motor vehicle liability insurance which meets the requirements of AR 190-5. Requirements for limits of liability insurance correspond with the State of Virginia.

b. The Military Police Station will ensure at the time of initial vehicle registration that the registrant completes DA Form 3626 and that this form is maintained on file until the registrant clears his/her registration.

c. The Military Police Station, with a reasonable suspicion that an operator does not meet the minimum motor vehicle liability insurance required by Virginia, may inspect that individual's insurance policy. Failure to produce that policy or proof thereof will be prima facie evidence that the minimum insurance standards are not met and that the operator will have his/her driving privileges suspended or revoked.

5. Vehicle Safety Inspection and Safety Standards.

a. All vehicles registered must have a safety inspection from their respective state, if required by that state. All vehicles are subject to inspection and must meet the standards set forth in the Code of Virginia, as summarized below:

(1) Brakes:

(a) Brakes must be capable of stopping a vehicle traveling at 20 MPH within 30 feet on clear, dry, level hard surfaced road.

(b) Motor vehicles with four or more wheels must be equipped with a serviceable emergency brake, in addition to the foot operated brake, adequate to hold the vehicle or any combination on any grade in which it is operated.

(2) Lights: Motor vehicles which have four or more wheels must be equipped with two headlights, each throwing a beam of 200 feet correctly focused, tail lights, and red stop lights actuated by a foot brake, which may be incorporated as a part of the tail lights and visible from a distance of 500 feet to the rear.

b. Trailers and semi-trailers must be equipped with a rear reflector, a tail light, and red stop light actuated by a foot brake which may be incorporated as part of the tail light, and a rear license plate illuminated by a tail light or by a separate light directed on the plate.

c. All installed lights must be in proper working conditions.

d. Mufflers. Must be adequate, tightly secured, and free of leaks. They must emit a sound no louder than originally intended by the manufacturer of the vehicle. The tail pipe will extend beyond the rear axle.

e. Windshield Wipers. Must be serviceable.

f. Rear View Mirror. Must be unbroken, free of blemishes and properly focused to reflect to the driver a rear view of the road for a distance of at least 200 feet.

g. Windshield and Other Glass:

(1) All vehicle glass must be of safety glass construction, free from leaks, cracks, foreign objects, or discoloration which might impair vision or present a safety hazard to law enforcement personnel engaged in traffic stops.

(2) The front windshield, side wings, side and rear windows of the vehicle must not have any sign, poster, or other nontransparent material affixed thereon which would obstruct the driver's view of the highway or any intersecting highway.

(3) In accordance with Virginia State Code 46.2-1052, no sun-shading or tinting films may be applied or affixed to the rear side windows, rear window, or windows of any motor vehicle that reduces the total light transmittance of such window to less than 35%.

(4) In accordance with Virginia State Code 46.2-1052, no sun-shading or tinting films may be applied or affixed to the front side windows of any motor vehicle that reduces total light transmittance of such window to less than 50%.

h. Steering Assembly. A steering wheel 18 inches in diameter or less must not have more than three inches of play left to right. The front wheels must not have excessive vertical or side play.

i. Tires. Must be free of cuts or snags in excess of one inch in any direction, must not be worn to the extent that the outer ply of cord is exposed, and must show tread on at least 90 percent of the surface. The use of blowout patches or boots in tire casing is not authorized. Tire repair must be of permanent type.

j. Fenders, doors, body, and bumpers. Doors, hoods, and trunks will be tightly closed and in good working condition. Exterior portions of the vehicle will not have sharp or protruding edges or points which could create a hazard. Openings or rusted-out areas which admit exhaust gasses into the interior of the vehicle will not be allowed. No vehicle exhibiting such defects will be registered or operated on the installation.

k. Emergency signal devices (e.g., red, amber, or blue lights, sirens, whistles, and bells) are not authorized except for emergency vehicles.

l. Seatbelts. All vehicles registered on Fort Belvoir will have installed seatbelts for the operator and passengers.

m. Additional requirements concerning required vehicle safety equipment under the Code of Virginia may also apply. In the event there is a conflict between the standards set forth in this regulation and those established by Virginia law, military police will enforce the stricter standard.

n. Rear license plates must be illuminated during hours of darkness by a taillight or a separate light directed on the plate making it clearly legible from a distance of 50 feet to the rear.

6. Notification of Changes Concerning Registered Vehicles.

a. The owner of any registered vehicle will report any and all changes to the Military Police Station within 3 working days. These changes include: color, model number, state tag number, disposal of vehicle, and change or renewal of inspection sticker, if appropriate. Notification will be made in person at the Military Police Station, 9650 Theote Road, Building 1131.

b. Departing military personnel who leave dependents in the vicinity of Fort Belvoir will ensure they inform their dependents of the provisions for registration on Fort Belvoir.

c. Personnel placing their vehicles for sale on a used car lot off a military installation, or other location that would result in the vehicle being idle for prolonged time, will remove the registration decals and clear the vehicle through the Military Police Station. Should the vehicle not be sold the owner may then re-register the vehicle.

d. All personnel who have privately owned vehicles registered on post will clear the vehicle with the Military Police Station prior to sale, PCS, ETS, or retirement. The term clear includes the complete physical removal of the DOD decal from the vehicle. In cases where the person is being reassigned, the DOD decal may be allowed to be retained on the vehicle, however, all accompanying stickers will be removed.

e. Civilian personnel, upon termination of employment or conclusion of participation in the activities for which they were required to register their vehicle, will clear through the Military Police Station.

7. Registration and Insurance.

a. All privately owned vehicles operated on Fort Belvoir must be duly licensed or registered as provided for by the law of the state of which the owner is a resident or in which the vehicle is registered. No person will register or drive a privately owned vehicle on Fort Belvoir without having on his/her person a valid state driver's license. Owners of the vehicles are responsible for ensuring other persons operating their vehicles are properly licensed. All drivers on the installation will immediately display his/her driver's license, registration, and proof of insurance upon request of military police.

b. If the applicant for registration is other than the owner, he/she must have in his/her possession a notarized document or power of attorney signed by the owner authorizing the applicant to operate and register the vehicle.

SECTION III EMERGENCY VEHICLES

1. Authorized Emergency Vehicles.

a. Authorized emergency vehicles are fire fighting trucks, military police vehicles, ambulances, and other vehicles designated by the Installation/Garrison Commander appropriately equipped with additional light or siren or both.

b. Local civilian emergency personnel who operate privately owned vehicles equipped with emergency devices and desire to register their vehicles must present credentials prior to registration. The emergency devices on these vehicles will not be operated on the military installation at any time.

2. Operation of Emergency Vehicles.

a. Drivers of authorized emergency vehicles will:

(1) Not use siren or lights unnecessarily.

(2) Obey established speed regulations. Military police and other emergency vehicles may exceed the established speed limit in pursuit of law violators or when responding to an alarm or extreme emergency in accordance with local policy.

(3) Obey all other traffic regulations, except that in an emergency they may:

(a) Park in any location.

(b) Proceed through stop signs and make unauthorized turns, provided the vehicle is under control and does not endanger life or property.

(4) Drive in a prudent manner but not to exceed 10 miles per hour over the posted speed limit.

b. The provisions of this paragraph will in no way protect or exonerate drivers guilty of reckless disregard for the safety of others.

c. Each organization on Fort Belvoir who has authorized emergency vehicles will publish internal SOPs or policies to ensure provisions contained in this chapter are adhered to. The Provost Marshal Office will be furnished a copy of such SOPs or policies.

SECTION IV TRAFFIC LAWS AND ORDINANCES

1. Driver's License.

a. Operators of privately owned vehicles or commercial motor vehicles operated on this installation must possess a valid driver's license as recognized by the State of Virginia and may not have had their privilege to drive in Virginia suspended or revoked. This includes the suspension or revocation of an operator's license by another state.

b. Persons operating Government vehicles must possess a valid Defensive Driving Course Card, and a state driver's license. The Defensive Driving Course Card is valid for four (4) years from the date of issue at which time it must be renewed.

c. No person shall authorize or give permission for a motor vehicle owned by him/her or under his/her control to be driven on Fort Belvoir by any person who does not have a valid driver's license.

2. Traffic Control Devices.

a. The Provost Marshal, in conjunction with the Director, Directorate of Installation Support (DIS), is responsible for the location of all traffic control devices, signs, and pavement markings on this installation. The DIS is responsible for their preparation and location. All traffic control devices and signs will conform to the Manual of Uniform Traffic Control Devices for Streets and Highways, Public Roads Administration and FM 19-25, Military Police Traffic Operations. The DIS will coordinate with the Provost Marshal Office prior to changing traffic control devices and signs.

b. No persons without proper authority will attempt to, or in fact erect, alter, deface, knock down, move any traffic control device, railroad signal or sign.

c. No driver of any vehicle will disobey any traffic control device or sign unless directed by military police or otherwise authorized to do so under this regulation.

3. Parking.

a. Parking is the stopping or standing of a motor vehicle attended or unattended.

b. On roads or highways without curbs, vehicles will park on the right shoulder of the road in the direction of travel so as to completely clear the traveled portion of the roadway.

c. Stopping or parking is prohibited except in compliance with traffic orders or devices in any of the following places or areas:

(1) Upon lawns or grassy areas, athletic courts and fields, unless specifically authorized by competent authority.

(2) In front of public or private doorways and driveways unless loading or unloading cargo or allowing passengers to enter or exit the vehicle.

(3) In a posted loading zone unless actually engaged in loading or unloading cargo.

(4) In front of a dumpster used for refuse disposal.

(5) Within 30 feet of an intersection unless in a designated parking area.

(6) Within 20 feet of a building, unless a designated parking area.

(7) Within 15 feet of approach to a stop sign or in any position that obscures the stop sign from full view to traffic.

(8) On the roadway side of any vehicle stopped or parked at the edge or curb of a street or road (double parking).

(9) On sidewalks or crosswalks.

(10) Where prohibited by official signs.

(11) Where a curb or roadside is designated "no parking".

d. Vehicles will be parked between the white lines designating parking spaces in parking lots unless there are no designated parking spaces or the white lines are not reasonably visible.

e. No vehicle operator shall park without first stopping the engine, removing the key, and placing the transmission in gear or park position. When on any perceptible grade, the front wheels will be turned toward the side of the road.

f. All unattended vehicles will be locked.

g. Children under the age of 10 years will not be left unattended in vehicles.

h. In addition, Recreational Vehicles (RVs), which include camper trailers, motor homes, and boats, will only be parked at the Installation's RV Lot or at the Marina, if watercraft. Recreational Vehicles may be parked for valid sale at the BOSS Resale Lot, in coordination with the BOSS Office. Under no circumstances will RVs be parked in housing areas except for loading/unloading purposes.

4. **Speed Restrictions.**

a. In addition to the specific speed limits imposed by this regulation, no person shall drive a vehicle at a speed greater than is reasonable and prudent under prevailing conditions, and without due regard for the actual and potential hazard.

b. Where no special hazards exist, speed limits are established as shown below. Speeds in excess of these limits will be accepted as direct evidence that the speed is not reasonable or prudent and constitutes a violation.

(1) As posted by official signs.

(2) Where no sign is posted:

(a) Parking lots and motor pools - 10 MPH

(b) Service drives (alleys) - 15 MPH

(c) Family housing - 15 MPH

(d) Unposted roadways - 25 MPH

(e) School zones - 25 MPH

(f) When passing troops in formation - 10 MPH

(g) Maximum speed limit on unpaved roads is 15 MPH unless otherwise posted.

(3) During off-post convoy operations, the following applies:

(a) All tactical vehicles authorized off-post operation shall not exceed 40 MPH or the posted speed limits, if lower.

(b) Other military vehicles will conform to posted speed limits but under no circumstances will the vehicle exceed 55 MPH.

(c) Maximum catch-up speed for vehicles in convoy is 5 MPH over the maximum speed. Lead vehicles must adjust speed downward to facilitate catch-up to avoid speeding in excess of 5 MPH over maximum speed.

(d) Above listed speeds are maximum limits which must be adjusted downward when surface and weather conditions dictate.

c. Except for reasons of safety, no person shall operate a motor vehicle at a reduced speed sufficient to impede or block the normal and orderly movement of traffic. Reasonable allowance will be made for slow moving off-road vehicles (i.e., Mitsubishi Mighty Mite and Cushman) to operate on designated roads on Fort Belvoir.

5. Operation of Vehicles.

a. Privately owned vehicles will not be operated on off-road areas or other areas marked off limits to privately owned vehicles.

b. All motorists will comply with lane usage signs and/or arrows on pavement.

c. No person will, while operating a motor vehicle, willfully fail or refuse to comply with any lawful order or direction of military police acting in the performance of their duty or other designated traffic control personnel or device directing, controlling, or regulating traffic.

d. "U" turns are prohibited at intersections, upon any curve, or near the crest of a grade by any vehicle where such vehicle is not clearly visible for at least 500 feet.

e. The driver of any motor vehicle emerging from an alley, driveway, or building shall stop such vehicle immediately prior to driving out on the sidewalk or areas extending across said alley, driveway or building and yield the right of way to any pedestrian or other traffic before entering the roadway.

f. Persons riding on motorcycles, bicycles, skate boards, roller blades, or any like vehicle will not attach themselves to any other vehicle on any roadway.

g. Vehicles will be driven in the right hand lane(s) except when passing another vehicle proceeding in the same direction, when the right half of the roadway is closed to traffic or when so directed by one-way traffic signs.

h. The driver of a vehicle may overtake and pass another vehicle on the right only when the vehicle being overtaken is making or is about to make a left turn or upon a street with sufficient width for two or more lanes of moving vehicles in each direction. Passing on the right is authorized only where the movement can be made in safety and in no event will it be made by driving off the main traveled portion of the roadway.

i. No vehicle will overtake and pass another vehicle or be driven to the left side of the roadway, under the following conditions.

(1) When the left side of the roadway is not clearly visible and free of oncoming traffic, so that passing can be accomplished without interfering with the safe operation of any vehicle.

(2) When approaching the crest of a grade, hill, or curve where the driver's view is obstructed.

(3) Where official signs or center markings prohibit passing.

j. Vehicle operators will not pass a school bus in either direction when it is stopped to discharge or pick up passengers.

k. The driver of a motor vehicle shall not follow another vehicle more closely than one vehicle length for every 10 MPH in speed.

l. Operators of vehicle will use headlights between sunset and sunrise and at any other time when persons and vehicles are not clearly discernible at a distance of 500 feet to include when utilizing windshield wipers in inclement weather.

m. No vehicles will be driven over an unprotected fire hose, except at the direction of the Fire Department Official in command.

n. Headlights will be dimmed whenever a vehicle approaches an oncoming vehicle within 500 feet and when following a vehicle within 200 feet, except when overtaking and passing. When approaching military outposts or gate buildings, only parking lights will be used.

o. Vehicles will not be operated if more than three persons, including the driver, are in the front seat of a vehicle with the gearshift lever on the steering column, or more than two persons when the gearshift is located on the floor of the vehicle. When a vehicle is equipped with seat belts, the number of occupants in the vehicle will not exceed the number of seat belts provided.

p. No person shall operate a motor vehicle when normal forward or rear vision is obstructed by frost, ice, snow, mud, or other substances on the windshield, rear window, or rear view mirrors.

g. Vehicles must not have any signs, other than those required by law, posted or other non-transparent material on the front windshield, side wings, side or rear windows that will block the operator's view.

r. Military vehicles 3/4 ton and over will have a ground guide while backing. Other military vehicles with limited or obstructed driver's vision to the rear will also use a ground guide while backing and will signal with the vehicle horn.

s. The following limitations on backing will apply:

(1) Backing into an intersection or over a crosswalk is prohibited.

(2) Backing from a parked position into a traveled portion will only be executed after the driver has ascertained that the roadway is clear of approaching traffic.

(3) Operators will ensure that any vehicle being backed is clear of all obstacles before backing movement starts.

t. Motorcycles or power-operated bicycles will not be operated abreast of any other vehicle utilizing the same lane.

u. It is prohibited for operators of motor vehicles to utilize headphones or earphones while driving any motor vehicle on Army installation roads and streets.

v. Operators will not at any time wear headphones while driving a vehicle.

6. Right-of-Way.

a. The driver of a vehicle approaching an intersection shall yield the right-of-way to the vehicle which has entered the intersection from a different street or roadway, or is so close as to constitute a traffic hazard.

b. When two vehicles enter the intersection from different roadways at approximately the same time, the driver of the vehicle on the left will yield the right of way to the driver of the vehicle on the right, if no traffic control device is posted.

c. The driver of a vehicle approaching an intersection marked with a 'Yield Right of Way' sign will slow to a speed of not more than 15 MPH and must yield the right of way to another vehicle approaching the intersection from the right or left which is close enough to constitute an immediate hazard.

d. The driver of a vehicle within an intersection who intends to make a left turn will yield the right of way to any vehicle approaching thereto which may constitute a hazard. This includes proceeding after a signal light has changed from red to green.

e. Vehicles will stop at a marked crosswalk or at an intersection to permit a pedestrian in crosswalk or intersection to cross the roadway. The driver of any vehicle approaching from the rear will not overtake or pass such stopped vehicle.

7. Motorcycle Safety.

a. Operators of privately or government-owned motorcycles and mopeds must be currently licensed by civil authorities to drive motorcycles or mopeds on public roadways, except where not required by local laws. Mopeds will not carry passengers unless specifically designed to do so.

b. Each driver of a privately or government-owned motorcycle or moped will be required to satisfactorily complete an Army-approved motorcycle safety course. The course will consist of classroom instruction and hands-on training. The document verifying course completion will be carried at all times by the driver to verify training completion.

c. Motorcycles and mopeds must have headlights turned on at all times.

d. Soldiers will wear properly fastened, approved helmets whenever and wherever (on or off post) they operate or ride a motorcycle or moped. Civilian personnel must wear a helmet while driving or riding as a passenger on a motorcycle or moped on Army installations or while on Government business off the installation. The helmet will be properly fastened (under the chin) and meet DOT motorcycle safety helmet construction standards. (The Army and Air Force Exchange Service, the Navy Resale System, and the Marine Corps Exchanges offer for sale only those helmets that meet at least the DOT standards.)

e. Soldiers will wear proper eye protection, full-fingered gloves, long trousers, long-sleeved shirt or jacket, high-visibility garments (retroreflective for day and night), and leather boots or over-the-ankle shoes whenever and wherever they operate or ride a motorcycle or moped. Civilian personnel must wear the same protective clothing specified for soldiers when operating or riding a motorcycle or moped on Army installations or while on Government business off the installation. Proper eye protection includes clear goggles or a face shield attached to the helmet. A motorcycle or moped windshield or fairing is not considered proper eye protection.

f. Government-owned motorcycles and those motorcycles and mopeds registered on an installation by soldiers must have two rearview mirrors (one mirror on each side). Motorcycles and mopeds owned by civilian personnel and operated on a military reservation must also have two rearview mirrors (one mirror on each side).

g. Motorcycle and moped safety requirements do not apply to bicycles.

h. The use of headphones or earphones while driving a motorcycle or moped on Army installation roads and streets is prohibited.

8. Traffic Rules for Bicyclists, Roller Bladers, Skate Boarders and Scooterists.

a. Bicyclists, roller bladers, skate boarders and scooterists are required to obey all traffic signals, signs and devices except when dismounted, at which time the rules pertaining to pedestrians will apply.

b. A bicyclist, roller blader, skate boarder, or scooterist will ride as near to the right of the roadway as practical, exercising caution when passing a standing vehicle or one proceeding in the same direction.

c. A bicyclist, roller blader, skate boarder or scooterist emerging from a driveway or alleyway will come to a complete stop and yield the right-of-way to approaching traffic.

d. Bicyclists will not ride two abreast.

e. A bicycle being used at night will be equipped with a suitable headlight and taillight or red reflector.

f. Every bicycle must be equipped with working brakes.

g. Riding double on a bicycle is prohibited with the exception of tandem built bicycles; however, child carriers are authorized.

h. Bicyclists, rollerbladers, skateboarders, and scooterists will do the following:

(1) Wear an approved helmet and are strongly encouraged to use other protective equipment listed in paragraph 7e.

(2) Not wear headphones or earphones.

(3) Will not ride on installation roads where the posted speed limit is 30 MPH or more.

9. Traffic Rules for Pedestrians.

a. Pedestrians will obey all traffic control devices unless otherwise directed by military police.

b. No pedestrian will leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impractical and/or unsafe for the driver to yield.

c. Pedestrians will use crosswalks when available to cross streets. Where sidewalks are not provided, pedestrians will walk only on the left side of the roadway facing approaching traffic. Pedestrians walking on roadways where sidewalks are not provided will yield right of way to all traffic upon the roadway.

d. The driver of a vehicle emerging or entering an alley, building, private road or driveway will yield the right of way to any pedestrian approaching any sidewalk extending across such alley, building entrance, road or driveway.

e. Children are prohibited from playing on roadways.

f. This includes, but is not limited to the playing of basketball with movable hoops, street hockey, or other sporting games.

10. Miscellaneous Instructions.

a. A vehicle will not follow within 500 feet of a fire fighting vehicle responding to a fire, vehicle or airplane accident or other area of emergency, or park in such a manner as to create a traffic hazard or interfere with law enforcement officers, firefighters, rescue workers, or others whose duty it is to deal with such emergencies.

b. Litter, trash, or other refuse will not be thrown from any vehicle.

11. Accidents.

a. Except as provided in paragraph c below, the operator or owner of a vehicle involved in an accident will stop immediately as close to the scene as possible without obstructing traffic. The operator will:

(1) Render reasonable assistance to any person injured.

FB Regulation 190-5 (6 Apr 01)

(2) Report the accident to the military police (806-3104/3105/3106) giving name, rank, social security number, organization, and location of the accident. In cases involving civilian employees, the above will apply with the exception that section of employment and address will be given instead of rank, organization, and social security number.

(3) Remain at the scene until released by the military police.

b. The driver or owner of any vehicle involved in an accident will give name, address, and vehicle license number, and exhibit his operator's license upon request to any person injured; to any occupant of the vehicle collided with; or to any person acting for such persons.

c. The driver of a vehicle which has damaged an unattended vehicle will stop immediately and attempt to locate the owner. If the owner cannot be located, the vehicle's driver will place a written notice containing his/her name, address, and phone number in a conspicuous place on the other vehicle. The driver will also provide a written statement of the circumstances and report the incident to the military police as soon as possible.

d. If the accident involves on-duty personnel or Government vehicles or property damage, the accident scene will be left intact pending arrival of military police.

12. Snow and Ice Emergencies.

During periods of snow and ice emergency, the Installation/Garrison Commander may close roads except for emergency vehicle use in accordance with FB Reg 420-12. After the determination that installation road conditions are hazardous and roads are closed, it will be unlawful for any driver to obstruct the flow of traffic due to lack of adequate traction equipment. For the purpose of this provision, snow tires, chains, or four-wheel drive will be considered adequate equipment. Vehicles left abandoned during such periods may be towed by civilian wrecker at the owner's expense or moved by military emergency service vehicles. In such cases, military police are not required to 'tag' vehicles or give advance notification. They will, however, attempt to notify the owner of the action taken and where the vehicle is located.

13. Seat Belts/Child Restraints.

a. All operators and passengers of Government vehicles will wear seat belts on and off post. All personnel operating or passengers in privately owned vehicles on Fort Belvoir are required to utilize seat belts. Military police may deny access to post to any person who fails to comply with this requirement.

All automobiles registered on Fort Belvoir are required to have seat belts. Failure to wear seat belts may result in disciplinary action or suspension/revocation of on post driving privileges.

b. Infants and children under 40 pounds or four years of age must be seated and restrained in an approved child restraint seat/device.

SECTION V MOTOR VEHICLE SUPERVISION AND ADMINISTRATION

1. Report of Traffic Violations.

a. It is the responsibility of the military police to enforce traffic regulations; however, all personnel are encouraged to assist in the enforcement program by reporting observed violations to the Military Police Desk (806-3104).

b. The Provost Marshal Office is responsible for maintaining a Vehicle Registration and Driver Record (DA Form 3626) on all drivers involved in parking and traffic violations and traffic accidents. These records will reflect all violations and the traffic points assessed against drivers (see paragraph 3 below).

2. Administrative Actions.

a. All personnel who operate a military or privately owned vehicle on Fort Belvoir, to include concessionaires and commercial concerns or their authorized representatives who are granted access to Fort Belvoir, are subject to appropriate action for violations of this regulation.

b. Administrative action imposed under the provisions of this regulation does not preclude the unit commander, or supervisor in the case of civilian personnel, from initiating appropriate disciplinary action under the Uniform Code of Military Justice or appropriate civilian regulations.

c. Any persons(s) who has his/her privately owned vehicle or installation driving privileges suspended or revoked may also have his/her permit to operate a Government vehicle suspended or revoked. However, such action will be considered on a case-by-case basis by the unit commander or supervisor.

3. Traffic Point System and Remedial Driver's Training.

a. The purpose of the traffic point system is to provide commanders with an impartial and uniform administrative device for evaluating the driving performance of personnel under their command. Assessment of points for a traffic violation is not to be construed as disciplinary action. Furthermore, adoption of the point system is not intended to interfere in any way with the reasonable exercise of the Installation/Garrison Commander to issue, suspend, revoke, or refuse to issue the installation operating privileges without regard for point assessment made under the system.

b. The point system applies to military and civilian personnel operating Government vehicles on or off the installation; to military personnel operating privately owned vehicles on or off the installation; and to dependents, civilian employees, contractors and commercial concerns while operating vehicles on the installation.

c. The point system provides that:

(1) Points will be assessed against the driving records of all personnel who have been cited for traffic violations.

(2) When a violator has accumulated a specific number of points, he/she will be counseled by his/her commander or supervisor in safe driving practices, warned that his/her installation operating privilege is in jeopardy and informed that the action described in paragraph (3) below, could ultimately follow.

(3) Points accumulated will not be deleted from the DD Form 3626 but will remain in effect for a 2-year period until the expiration of the suspension period itself serves to cause removal from the record of all points assessed.

(4) When an individual has accumulated 12 or more points within 12 months or 18 points within 24 consecutive months processing for suspension or revocation of installation driving privileges will be initiated.

d. Defensive Driver Course (DDC).

(1) This course is mandatory for all drivers that have been cited for at-fault moving motor vehicle accidents or for those who have accumulated six or more traffic points on post. Failure to attend the course will result in revocation of driving privileges for one year.

(2) The Education Center will provide to the Provost Marshal Office a copy of each DDC training class attendance roster.

(3) Candidate's commander will ensure student's attendance in the DDC. Upon notification the commander or his/her representative will coordinate with the contractor teaching the course to ensure service member is scheduled for attendance.

(4) When an individual whose installation driving privileges have been suspended is apprehended driving on the installation, action will be taken to convert the suspension order to a 5 year revocation.

e. Action based upon assignment or reassignment of personnel.

(1) Upon arrival of an individual who has a DD Form 3626 (Vehicle Registration and Driver Record) the gaining unit will forward the form to the Provost Marshal's Office for future reference.

(2) If the individual has lost his/her installation driving privileges at a previous station, the Installation/Garrison Commander will continue the suspension or revocation, or place the individual in question on probation.

(3) When an individual who has accumulated point assessments is transferred to another installation, the DD Form 3626 will be forwarded to the unit personnel officer to be forwarded with service records to the new duty station or new installation of employment, in case of civilian employees.

4. Suspension/Revocation of Driving Privileges and Point Assessment. The Installation/Garrison Commander may suspend or revoke the installation driving privileges of any driver upon receiving a record of such driver's conviction of any of the following offenses:

a. Homicide by vehicle (or manslaughter resulting from the operation of a motor vehicle).

b. Driving or being in actual physical control of a motor vehicle while under the influence of alcohol or any drug to a degree which renders the driver incapable of safe driving. (.08 percent or greater blood-alcohol concentration is prima facie indication of being under the influence thereof). Drunk driving cases resulting in less than .08 percent blood concentration are subject to revocation. In such cases, other factors will be considered in sustaining the revocation action. This includes, but is not limited to, previous record of drug and alcohol abuse, previous driving record, and chain of command recommendations.

c. Driving or permitting the operation of an uninsured vehicle in violation of the financial responsibility, or the compulsory insurance law of the State of Virginia.

d. Any felony in the commission of which a motor vehicle was used.

e. Failure to stop, render aid, or identify himself/herself as required by this regulation or Code of Virginia in the event of a motor vehicle accident resulting in the death or personal injury of another.

f. Perjury or making false affidavit or statement under oath to responsible officials under law or regulations relating to the ownership or operation of motor vehicles.

g. Unauthorized use of a motor vehicle belonging to another in which the act does amount to a felony.

h. Has failed to appear in court at the time specified by the court for offenses requiring mandatory appearance.

i. When a driver has received three valid parking violations issued by military police in any 6-month period, a suspension of driving privileges for 30 days will be imposed. Further violations will result in revocation action for a 6-month period.

5. Restoration of Driving Privileges

a. Application of military personnel for restoration of driving privileges will be submitted through channels to the Installation/Garrison Commander. Applications will be reviewed by the Provost Marshal Office and recommendations made to the Installation/Garrison Commander. Applications by dependents will be initiated by the sponsor and processed in the same manner as for military personnel.

b. Civilian employee applications for restoration of driving privileges other than for dependents will be submitted, with the appropriate recommendation of their supervisor to the Installation/Garrison Commander.

c. Application for restoration of driving privileges for all other individuals will be submitted to the Provost Marshal and will be forwarded to the Installation/Garrison Commander with appropriate recommendations.

Appendix A
ABANDONED VEHICLES

1. Purpose. The purpose of this Appendix is to provide instructions for the impoundment of motor vehicles.

2. Scope. This applies to all Military Police performing duties within the Fort Belvoir Community.

3. Policy.

a. A vehicle will be determined as abandoned when any of the following conditions apply to a vehicle found on Fort Belvoir:

(1) No registration.

(2) Vehicle registration has expired and no grace period applies.

(3) Temporary registration has expired and no grace period applies.

(4) Registration plates of another vehicle are displayed.

(5) Any unattended vehicle that blocks traffic.

(6) Any vehicle illegally parked on Government property for more than 72 hours.

(7) Any vehicle in a state of disrepair, unsightly, or that may create a public safety hazard (e.g., on jack stands).

(8) Any vehicle deemed as abandoned by the Traffic NCOIC, Operations Sergeant, Provost SGM, DPM, or PM.

b. Specific violations and conditions under which a vehicle may be towed:

(1) Any vehicle that interferes with street cleaning or snow removal emergency operations during a natural disaster or fire.

(2) Any vehicle which has been used in a crime or contains evidence of criminal activity.

(3) Any vehicle whose owner has been apprehended and unable or unwilling to remove his/her vehicle.

(4) Any vehicle disabled by a traffic accident.

(5) Any vehicle with expired state inspection sticker.

4. Procedures.

a. Tagging. Once a vehicle has been determined to be abandoned, the following action will be taken:

(1) DD Form 2504, Abandoned Vehicle Notice, and FB(PM) Label 3, Police Tow Sticker, will be conspicuously placed on the vehicle's windshield.

(2) Vehicles tagged with DD Form 2504 will have the VIN and/or license checked through NCIC in order to identify the owner and attached to the DD Form 2504.

(3) The owner will be allowed 72 hours from the date the vehicle is tagged to remove the vehicle before impoundment action is initiated.

b. The forms serve as notice to the owner that the vehicle will be impounded by military police if not removed within 72 hours from the time the notice was given.

(1) The second copy of the DD Form 2504 will be attached to a DMV NCIC check.

(2) All reasonable efforts to obtain contact with the owner will be made, to include checking the housing roster.

c. If the vehicle has not been moved within the 72-hour grace period, the vehicle will be impounded. The impounding responsibility is assigned to the Impoundment Lot Custodian (ILC). Therefore, all impounding of vehicles will be coordinated with the ILC prior to any vehicle being placed into the Impoundment Lot. The unit 1SG or Commander will be contacted in cases involving military personnel prior to impounding the vehicle in an effort to allow the unit to handle the incident.

d. Prior to an abandoned vehicle being impounded, a complete inventory will be conducted on the vehicle and its contents.

(1) A DD Form 2506, Vehicle Impoundment Report, will completely describe the exterior condition of the impounded vehicle (i.e., dents, scratches, gouges) and any deficiencies (i.e. broken headlamps, flat tires, missing hubcaps) noted on the vehicle.

(2) Subvoucher. A DA Form 4137 will be completed to receipt for any high value property that may be within the

vehicle. These items will then be removed from the vehicle and released to the property custodian.

e. In the event that a vehicle is brought to the Military Police Station for impoundment after normal duty hours and incident to a lawful police investigation, the above stated forms will be completed by the military police directly involved with the investigation. A chain of custody will be maintained between the Desk Sergeants.

f. After the impoundment has occurred the ILC will attempt to locate the owner through the DMV NCIC check on the Vehicle Registration printout. Each vehicle will be checked carefully by VIN number and license plate to ensure that it is not stolen. If the owner(s) are known, an Impounded Vehicle Notification will be sent out by certified mail, return receipt requested, instructing them to notify this office concerning the disposition of the vehicle and that failure to do so will result in the sale of the vehicle. The certified mail receipt will be sent back to the ILC to be retained within the file on the vehicle.

g. A separate file folder will be initiated for each abandoned vehicle. Each folder will have an individual log number and include:

- (1) Copies of DD Form 2504.
- (2) DD Form 2506 on the vehicle (2 copies).
- (3) DA Form 4137 Subvoucher on high value items from the vehicle (1 copy).
- (4) DMV/NCIC check.
- (5) Impounded Vehicle Notification Letter, DD Form 2507 (1 copy).
- (6) Return receipts from all certified mail sent to registered owner.
- (7) Transfer of Abandoned Property (1 copy).
- (8) DD Form 1348-1 (1 copy).

h. Final Disposition of Vehicle(s).

(1) In the event that a registered owner or lien holder claims the vehicle after impoundment, but before final disposition, the following procedure will be adhered to:

(a) Initial communication/notification by owner of intent to reclaim possession may be effected telephonically, by mail, or in person. Physical repossession, however, must be effected by the registered owner, lien holder, or legal representative in person. Repossessing person will report to the Impound Lot Custodian, who will complete a DD Form 1131. The form will then be forwarded to Suntrust Bank, Fort Belvoir, VA for deposit, to reimburse the Government the amount spent, stamped, and the blue copy returned to the Impound Lot Custodian. The vehicle will be released after the Impound Lot Custodian receives the blue copy.

(b) Repossessing person must present individual identification title or lien to the vehicle and, if legal representative, Power of Attorney.

(c) Repossessing person will proceed with the ILC to the Vehicle Impoundment Lot, at which time the vehicle is released. This will include a DA Form 4137 Subvoucher involving high value property.

(2) In the event that the registered owner cannot be located within 120 days of impoundment, the following applies:

(a) Coordinate towing for final disposition.

(c) Prepare DD Form 1348-1 for turn-in of abandoned vehicle.

(d) Release abandoned vehicle and DD Form 1348-1 to person purchasing the vehicle(s).

(e) Transfer file to the inactive abandoned vehicle file.

(3) In the event that the registered owner is contacted but chooses not to repossess the abandoned vehicle, a letter of release to the U.S. Government, DD Form 2507, will be completed by the owner and return to the ILC.

5. References.

a. DOD Manual 4160.21M.

b. Army Regulation 190-5, Motor Vehicle Traffic Supervision.

c. Fort Belvoir Regulation 420-12, Ice and Snow Removal.